FY2019 CAPITAL EQUIPMENT BUDGET

OFFICE OF BUDGET AND MANAGEMENT

Agenda

- IT Capital Equipment Goals

- Allowable Uses of Capital for Technology

- IT Capital Equipment Schedule

- IT Capital Equipment Requests

- Fixed Charges/ChargeBacks

- IT Software and Hardware Asset Inventory Submission

IT Capital Equipment Goals

- Support County strategic priorities, such as centralized vehicle management, reuse of equipment in good condition, standardizing County computer hardware and software

- Achieve operational savings and process efficiencies to support the departments core functions

- Achieve strategic savings through Cook County contracts

- Prioritize and consolidate capital requests

- Reduce use of bond proceeds for small discrete purchases (computers, cars, servers, etc. anything less than $150K)

- Build a sustainable Capital Equipment long term plan with replacement cycle including items that are catalogued and approved by the Board
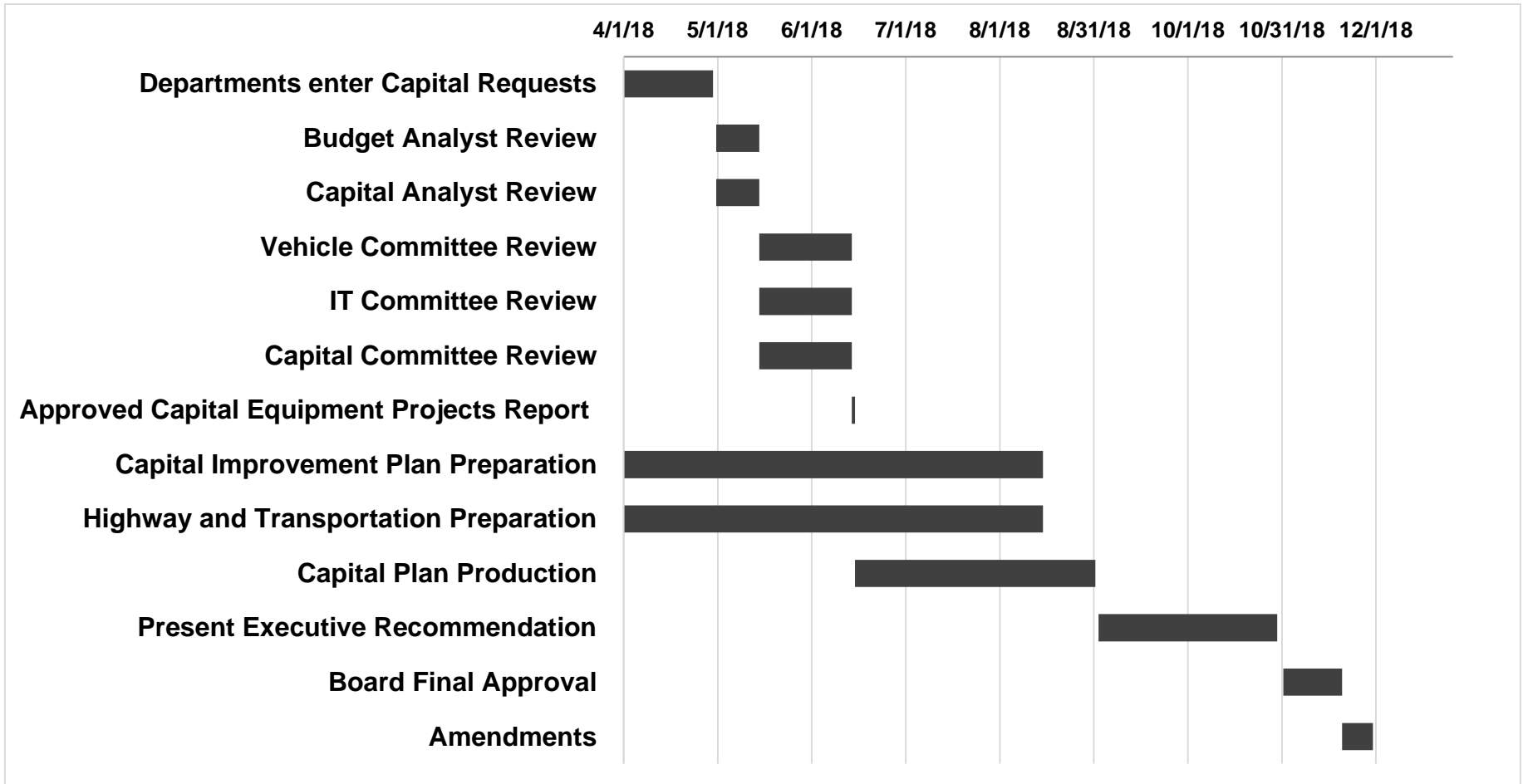
- One to one computing

Allowable Capital Equipment Expenditure

➤ **Hardware**: Computers and related equipment such as monitors, servers, mainframes, printers, scanners, are allowable.

➤ **Software**:

- Software development and design

- Software licenses that result in perpetual access to the software

- Purchases of packaged "off-the-shelf" software are allowable if they:

  Are related to the initial deployment of a major system or project deployment;

  Are necessary to bring a newly constructed facility or an allowable piece of equipment up to its intended use (e.g. a computer lab).

➤ **Consulting Services** used in the initial development and implementation of an approved capital equipment project are eligible for debt funding

➤ **Software Technical Support Services:** Year 1 expenses related to system, hardware or software are allowable if required by vendor, meaning without it software cannot be purchased, and must be paid as part of the purchase

➤ **Warranties** are eligible for debt funding when obtained on the same purchase order as the allowable equipment

➤ **Personnel Expenses**: Debt funds may be used to reimburse personnel costs related to the initial development and deployment of an IT project.

FY19 Capital Equipment Request Schedule

	4/1/18	5/1/18	6/1/18	7/1/18	8/1/18	8/31/18	10/1/18	10/31/18	12/1/18
Departments enter Capital Requests	▉								
Budget Analyst Review		▉							
Capital Analyst Review		▉							
Vehicle Committee Review			▉						
IT Committee Review			▉						
Capital Committee Review			▉						
Approved Capital Equipment Projects Report									
Capital Improvement Plan Preparation	▉▉▉▉▉▉								
Highway and Transportation Preparation	▉▉▉▉▉▉								
Capital Plan Production				▉▉▉					
Present Executive Recommendation							▉▉		
Board Final Approval								▉	
Amendments									▉

FY19 Capital Equipment Request Schedule

March 15, 2018   Kick-Off memo send to departments

April 2, 2018   Capital Budget system (Hyperion) opens to submit requests

April 13, 2018   Cash Flow projections due via Hyperion

April 30, 2018   Capital Budget system (Hyperion) closes

May 1-16, 2018   Budget/Capital analysts review requests for recommendation

May 17-June 13, 2018   Committees review requests for recommendation

June 15, 2018   Final requests send to departments

October, 2018   Present President's FY18 Executive Budget to the Board of

                        Commissioners

November, 2018   Capital Budget Amendments

Submitting Capital Equipment Requests

- Departments will review ongoing projects, provide 2018 and 2019 Cash Flow projections, and add new requests for additional funding in the upcoming year

- Re-appropriate unspent dollars (open encumbrances plus unencumbered dollars) for an ongoing project require in the upcoming year

- After an ongoing project is completed, the unencumbered funds are swept

- Prior to submitting a new request, departments should work with their respective Budget Analyst on a Cost/Benefit Analysis (ROI & Efficiency)

- Include potential impact in operating budget (i.e. extended warranty, optional technical support, travel/lodging etc.,)

- Consider procurement timelines, invoicing and delivery timelines

Submitting Capital Equipment Requests

- All requests should have useful life of at least 5 years and dollar threshold of $5,000 or more

- Budget/Capital analyst will submit only **recommended** projects for IT/Vehicle/Capital Committee Review

- All agencies must provide a comprehensive inventory list of their capital equipment, with acquisition date and proposed replacement date for all Capital Equipment (see instructions on slide 12)

- Project justification should reflect alignment with BOT standards and vision

Fixed Charges/FY18 Chargebacks

- MFD (Multi-functional devices)

- Microsoft O365

- Iron Mountain (off-site storage)

- Communications (mobile phones, MiFi, and pagers)

- Break/Fix

- Mainframe

- Print jobs

- Adobe Licenses

Fixed Charges/FY19 Chargebacks

- AT&T Landline

- Arrow

- ERP/IBM Infrastructure

- ESRI/GIS

- Ensono

- Hyland

- Workforce Software

- Tyler Properties

- Denovo

- Microsoft

- Clarity / Turing

- JTI

- Spider Strategies

- McAfee OPSWAT

- Building & Zoning CMS

- RSI

- Column Technologies (OIIG CMS)

- Granicus

Performance Ordinance

Sec. 2-932. – Capital Equipment Budget Review

In order to facilitate this process, BOT has developed a template for the Software Asset and Technology Hardware Asset inventories.

- *Software Asset means all types of software, including custom, commercial off-the-shelf, and remotely-hosted software, as well as software license agreements and consumption information related to the number of software instances installed or in use.*

- *Technology Hardware Asset means all types of computer hardware or systems, to include servers, switches, desktop personal computers, laptops and other similar computer technology, peripherals or equipment.*

FY19 IT Software and Hardware Asset Inventory Submission

IT Asset Inventory SharePoint

https://cookcounty.sharepoint.com/sites/BOT/asset/

Questions, Comments, Concerns